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LEHIGH UNIVERSITY ENGINEERING

ARRANGEMENTS FOR SUMMER CONFERENCE

PLASTIC DESIGN OF MULTI-STORY FRAMES

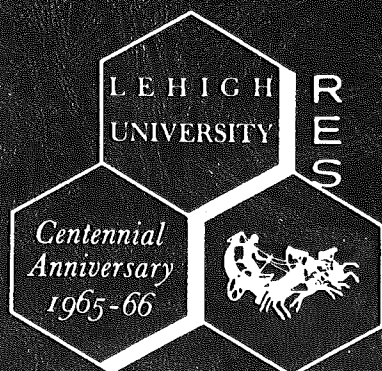
August 24 - September 2

1965

by
J. Hartley Daniels

October 1965

Fritz Engineering Laboratory Report No. 273.29



ARRANGEMENTS FOR SUMMER CONFERENCE

"Plastic Design of Multi-Story Frames"

August 24 - September 2
1965

by

J. Hartley Daniels

Fritz Engineering Laboratory
Department of Civil Engineering
Lehigh University
Bethlehem, Pennsylvania

October 1965

Fritz Engineering Laboratory Report No. 273.29

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ABSTRACT

This report presents a detailed account of the activities of the Arrangements Committee, which was charged with providing for the general comfort and convenience of participants attending the Summer Conference, PLASTIC DESIGN OF MULTI-STORY FRAMES, held at Lehigh University from August 24 to September 2, 1965. The Arrangements Committee is a subcommittee of the conference Steering Committee as shown in Fig. 1. It does not attempt to report on the activities of other subcommittees shown in Fig. 1, nor on the general financing of the conference or any other aspect not specifically a part of the duties of the Arrangements Committee. Information not covered in this report may be found in other references and reports which are listed in Part ~~15~~, REFERENCES, of this report.

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1. INTRODUCTION

The Department of Civil Engineering and Fritz Engineering Laboratory presented a Summer Conference entitled, "Plastic Design of Multi Story Frames" from Tuesday, August 24 to Thursday, September 2, 1965. The conference was well attended, with engineers representing many parts of the United States and many foreign countries. The conference was sponsored by American Iron and Steel Institute (AISI) and The National Science Foundation (NSF). Cooperating societies were American Institute of Steel Construction (AISC), American Society of Civil Engineers (ASCE), American Society for Engineering Education (ASEE), Navy Department and Welding Research Council.

The earliest plans for this conference (also referred to as the "Plastic Design Summer Conference") were laid some two to three years in advance of the conference. Prior to November, 1964, all arrangements were made either by the conference director G. C. Driscoll, Jr. also chairman of the conference Steering Committee, or by J. Hartley Daniels, Secretary of the conference Steering Committee. The Steering Committee was formed in 1963 to supervise all activities relating to the Plastic Design Summer Conference.

The Arrangements Committee was one of several subcommittees proposed by G. C. Driscoll at the November 20, 1964 meeting of the Steering Committee. Each subcommittee was charged with a specific portion of the work of the Steering Committee and was required to report weekly to that committee. The final organization and responsibilities of the several

committees was adopted at the December 18, 1964 meeting of the Steering Committee and is shown in Fig. 1. Also shown are the appointed committee chairmen and members.

This report then basically outlines the work of the Arrangements Committee a subcommittee of the conference Steering Committee from December 1964 to September 1965. Arrangements which were made prior to December 1964 will be specifically noted. Information not contained in this report may be found in other references and reports which are listed in Part ~~13~~ REFERENCES, of this report.

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2. REGISTRATION

Although much of the preliminary work of registration fell within the scope of the committee on Registration and Grants, under the chairmanship of A. Ostapenko, it was the duty of the Arrangements Committee to prepare the necessary registration forms, etc. and to plan and carry out all aspects of the registration itself which took place on Monday, August 23, 1965.

Preparations began on April 1, 1965 with the planning of the Registration Form and accompanying information sheets and letter of invitation which was to be sent to all prospective participants on June 1, 1965. Appendix A shows the forms which were prepared during this period and mailed by AISI to all conference participants as follows:

1. Form SC-R1 - Letter of Information
2. Form SC-R2 - Registration Information
3. Form SC-R3 - Registration Form
4. Form SC-R4 - Conference Information
5. Information Sheet on Hotels, Motels and Restaurants

In addition to the above information, a map prepared by the Office of Public Information entitled, "Welcome to Lehigh University" was also included in the mailing. The map showed the campus in relation to all the major traffic routes leading to the campus through the City of Bethlehem.

The next job was to prepare for the return of all Registration Forms following the mailing by AISI, and to devise a system of processing the information from the forms so that it was readily available for later use. It was decided to put the information on standard computer punch cards, use the card sorting machine to arrange cards according to the information desired, and to print out from the assembled cards. A typical print out of the information can be found in Section 11 - "Registration and NSF Grants" of Fritz Laboratory Report No. 273.30 - Part II. The information was punched across the card in the following code letter sequence:

NUM MR LAST NAME FIRST I JR XE COUNTRY ABPT NM YNM ABCCB

One punch card was made up for each returned Registration Form. The information recorded under the above code letters was as follows:

NUM - A registration number assigned to each participant was punched in Columns 1, 2 and 3 beginning with 1

MR - MR, MRS, MISS, etc. was punched in Column 5, 6, 7 & 8

LAST NAME - Columns 9 to 27 inclusive

FIRST - Columns 29 to 38 inclusive

I - Initial - Column 40

JR - JR, II, etc. punched in columns 42, 43

XE - PE - Practicing Engineer

EE - Engineering Educator

ST - Student

The above letters were punched in columns 45 and 46

COUNTRY - Columns 49 to 55 inclusive.

- ABPT - A - Auto - Column 57
 B - Bus - Column 58
 P - Plane - Column 59
 T - Train - Column 60

 One or more of the above letters were punched in Columns
 57 to 60 inclusive, signifying the transportation the
 participant intended to use.
- NM - Number of family, etc. that participant brings with him
 punched in Columns 62, 63
- Y - Y - Yes, requires dormitories
 N - No, doesn't require dormitories
 Either Y or N punched in Column 65
- NM - If Column 65 is Y, then number of nights participant will
 stay in dormitory was punched in Columns 66, 67
- ABCCB - A - Meal Plan A - Column 69
 B - Meal Plan B - Column 70
 C - Meal Plan C - Column 71
 C - Clambake - Column 72
 B - Banquet - Column 73

 The above letters were punched in Columns 69 to 73 inclusive
 depending on applicants choice.

As each registration form was returned, the participant was given a registration number (starting with number 1), the number was punched on his computer card and typed on his registration form. From this point on, the participants number was used as much as possible in all other aspects of the arrangements, as will be evident later in this report.

Additional preparation was required in the interval before the conference, primarily during July and August.

1. A ditto letter was sent to all taxicab companies in the vicinity to advise of the conference and to indicate exactly where to bring participants when requested to do so.
2. About once a week for the 6 weeks, or so, prior to the conference, the punched computer cards were printed up through the electronic computer to keep track of the number of prospective participants and their requests, and to supply up-to-date lists to Prof. Beedle, the sponsors and others as requested.
3. Just prior to the conference the two closest banks were given lists of prospective participants.
4. The combination name tag-conference program was planned by J. H. Daniels and printed by AISI through arrangement with G. M. Basford Company of New York.
5. Final arrangements were made with S. Connor of Lehigh University Office of Public Information for producing a folder into which material would be placed to form the information packet to be distributed at the conference.
6. Arrangements were made with the Bethlehem Chamber of Commerce to supply literature for the packet.
7. Arrangements were made with O. Beck of Lehigh University Printing Service to print up the triplicate receipt forms to be used at registration. This was done by letter press.

8. I.D. Cards were obtained from Mr. Norman H. Sam, Director of Summer Sessions in consecutive numbers from 1 to 750.
9. The returned Registration Forms were examined critically by Mr. M. A. Macias and a suggested revised Registration Form for possible use at another conference was prepared. This is shown in Appendix A. The reverse side of the proposed form would contain essentially the same information as on the reverse side of the registration form used.
10. All pre-registration fees of \$10.00 were recorded and deposited through the Bursar's Office by Mrs. Fielding. (The full registration fee was \$35.00. The balance was collected during registration and deposited with other fees by Mr. Laub through the Bursar's Office following the conference).

In addition to the above specific items, many miscellaneous tasks had to be performed prior to registration such as preparing the signs used during registration, preparing name plates for each girl which would be placed on the desk in front of her when on duty, making boxes in which to keep name tags, keys, registration forms, etc. and many other details. The 2 week period immediately prior to the conference was spent on small details, all other preparations have been completed.

Registration itself took place at Fritz Laboratory from 9:00 a.m. to 12:00 Midnight Monday, August 23, 1965; the day preceeding the start of the conference, and from 8:00 a.m. to Noon Tuesday, August 24 the first day of the conference. A total of fourteen persons were used in

three shifts; 9:00 a.m. to 1:00 p.m.; 1:00 p.m. to 6:00 p.m. and 6:00 p.m. to Midnight, on the first day of registration Monday, August 23. Of these fourteen persons, seven were secretaries from Fritz Laboratory, five were girls hired temporarily as extra help, one was a student helper and the other was the Fritz Laboratory Accountant, Mr. Bruce Laub.

A meeting was held during the week preceding registration with all persons involved in the registration. The registration procedures to be followed were discussed in detail with the group, and all assignments with the group, and all assignments to positions at the registration desk and to the three shifts were discussed and agreed upon. Mrs. D. Fielding and Mr. B. Laub were assigned to cashier position and were asked to provide some supervision of other positions.

Figure 2 shows the layout of the registration desk at the SW corner of the main floor of Fritz Laboratory. Registration procedure went as follows:

1. Conference participants entered through the large overhead door at the SW corner of Fritz Lab following directions from a sign placed just outside the door, and proceeded to either location 1, 2 or 3 depending on the position of his name in the alphabet. Small signs were placed on a wire stretched about 4 feet above the tables to indicate the assignment of the alphabet to each of the positions 1, 2 & 3. The assignment worked well.

2. From a group of forms kept in a specially prepared box, the girl at the registration desk located the participants Registration Form to which was previously attached an I.D. card shown in Fig. 3. The number on the I.D. card coincided with the participants registration number which was previously assigned on receipt of his Registration Form. Extra Registration Forms and I.D. cards were on hand for those participants that had not pre-registered during the earlier general mailing by AISI.
3. The Registration Form was reviewed for accuracy and for any last minute changes in plans the participant might want to make.
4. The reverse side of the Registration Form was then completed in detail, in pencil, and the amount owing was figured.
5. A receipt form was completed, in ink, in triplicant (white original with gree & yellow copies) and all three copies given to the participant. The receipt form used is shown in Fig. 4.
6. The meal plans purchased (Plans A, B or C) were entered on the participants I.D. card by circling with red ink the appropriate letters A, B, & C which appear above the registration number. If the participant wished to attend the clambake, the C appearing to the right of the registration number was circled in red ink and a number written beside indicating how many clambakes had been paid for by the participant. Similarly, the B appearing to the right of the registration number was

marked to indicate the banquet meals paid for by the participant. The I.D. card was then given to the participant.

7. The Registration Form for that participant was then filed away. The participant was then asked to show his I.D. card when required (normally at meal times), and he was asked to take his 3 receipt forms to the cashier, position 4.
8. The participant presented either a check or cash to the cashier together with the 3 receipt forms. The original receipt form was marked paid and returned to the participant, the other two copies being attached to the money received for later deposit and record. The participant also paid a one dollar deposit on his room key at this time. The participant then was asked to proceed to positions 5 or 6 and present his receipt form.
9. At positions 5 or 6 the participant was given a packet (folder containing maps, brochures, and other information) a set of Lecture Notes, a combination name tag and conference program (shown in Figs. 5 and 6) and a room key, if he was staying in a dormitory.
10. The participant then left Fritz Laboratory and either walked up to his dormitory or rode up by taxi or in one of two or three cars provided by Fritz Laboratory personnel.

The conference registration on the Monday proceeded quite smoothly. The number of registrants handled per hour was remarkably uniform throughout most of the registration period, with small peaks prior to and following lunch and a significant peak about 3:00 to 5:00 p.m. About 370 registrations (including engineers from Fritz Laboratory) were processed in the 15 hour period or about 25 per hour. In the peak periods, a line of participants would accumulate opposite one or two of the stations 1 to 4 inclusive, but the lines were never more than 5 or 6 deep, and were cleared through in a few minutes. It was found that during most of the registration period one cashier could handle the output of up to 3 girls on the first desk, that is, at positions 1, 2 and 3. In the peak period 3:00 to 5:00 p.m. 4 & 5 girls were stationed at the first desk and two cashiers were used. The handing out of name tags, notes, etc. was fast and no line-ups occurred at these stations at any time and 2 girls handled these stations effectively. The student helper was used to keep stations 5 and 6 supplied with packets and lecture notes and to point out on a campus map the location and route to the dormitories. The last group of participants were registered about 11:30 p.m.

A smaller version of the registration line was set up outside the main doors to Packard Laboratory Auditorium from 8:00 a.m. to Noon on Tuesday, August 24, to handle registrants. It was staffed by 3 girls. About 30 participants were registered between 8:00 a.m. and 9:00 a.m. that morning. Thereafter, late registration was handled in the Information Center which was located in Room 122 of Fritz Laboratory.

and staffed by Mrs. D. Fielding and one hired girl helper. The Information Center also became the nerve center for all operations involving the participants. Appendix C contains the Registration List. A total of 409 participants registered for the conference. Another 19 were expected to attend, but did not arrive, and another 25 cancelled prior to the conference after previously indicating they would attend. This list was prepared and printed on August 31 and September 1 and was distributed to the participants prior to the last mornings lectures, September 2, 1965.

The names of all participants were previously typed on the combination name tag - conference program using a borrowed typewriter with 1/4 inch high letters. This typewriter was kept on hand during registration.

The information packet consisted of a large folder obtained from S. Connor of Lehigh University's Office of Public Information. The folder contained the following:

1. Brochure on Research and Industrial Testing at Fritz Engineering Laboratory
2. Folder on Northampton County
3. Folder on Moravian College
4. Folder on Lehigh University's Summer Recreation Program and Activities
5. Folder on Historic Bethlehem
6. Map of the City of Bethlehem
7. Map of the Lehigh University Campus
8. University Parking Permit - issued by R. Numbers, Dept. of Buildings and Grounds

Items 2, 3, 5 and 6 were supplied free of charge by the Bethlehem Chamber of Commerce.

Exhibits of most of the items mentioned in this section of the report can be found in Section 11 Registration and Grants of Report No. 273.30 Part II. A list of requisitions pertaining to the summer conference is contained in Appendix B of this report.

3. LECTURES AND DEMONSTRATIONS

3.1 Lectures

All conference lectures were held in Packard Laboratory Auditorium. Prior to the conference a hold was also placed on Grace Hall as a possible location for the lectures, but later released.

The lectures began at 9:15 a.m. and ended at approximately 12:30 p.m. Each morning was divided into 3 sessions, each about 50 minutes in length. On those mornings when 2 lectures were given the 3rd session was reserved for answering written questions submitted previously by means of a question box located at the rear of the auditorium.

A stretch break of 10-15 minutes was held between the first and second sessions. A coffee break of 20 minutes or so was held between the second and third sessions. Announcements were read prior to the mornings sessions and again from 12:30 to 12:45 p.m.

Prior to the conference, the Department of Buildings and Grounds was requested to perform some janitorial and maintenance service to put the auditorium in good condition. This was done satisfactorily.

All lectures were given with the aid of a Vugraph which projected onto a tilting screen at the rear of the stage. The Vugraph was located on a raised platform over the front row of seats. The permanent P.A. system in the auditorium was used, the lecturers wearing throat microphones. Mr. A. F. Bodner was in charge of the P.A. equipment while Jack Taylor of Fritz Laboratory regulated it while it was being used.

The Vugraph was highly successful, but the P.A. system could be improved. Difficulty of hearing was evident to all those sitting near the rear of the auditorium especially under the portion with low ceiling.

All evening guest speakers used the same equipment in addition to the 35 mm. projection equipment in the auditorium. No blackboards were used at any time. While the Vugraph was in operation about one half of the auditorium lights remained on which provided adequate lightling for reading the lecture notes. Further information on the lectures is contained in Section 8 "Lecture Notes and Arrangements", Fritz Laboratory Report No. 273.30, Part I.

3.2 Demonstrations

All conference demonstrations were held in Fritz Laboratory. About 300 chairs were obtained through "Whitey" of Buildings and Grounds and arranged each afternoon by Fritz Laboratory workmen to suit each demonstration test. The attendance remained about two-thirds of the total registration at each afternoons demonstrations. Further information on the demonstrations is contained in Section 9, "Demonstration Tests and Instrumentation", Fritz Laboratory Report No. 273.30, Part II.

4. HOUSING

In January, 1965 reservations were placed with Mrs. E. S. Eberman, Assistant Director of Residence Halls, through Mr. C. B. Campbell, Director of Residence Halls, on Richards House Drinker House, Dravo House and McClintic-Marshall. It turned out that only the reservations on McClintic-Marshall, Drinker and 2 floors of Dravo were required. Participants were charged \$2.50 per night per person. Only men were admitted to the dormitories. Men with families usually stayed at motels or hotels, and made their own arrangements for this accommodation. Most rooms were made up as doubles, but some singles and triples were also available. Altogether, 67 participants requested singles. Some of these were accommodated in double rooms by using only one bed in the double room, when single rooms were no longer available.

The Residence Halls provided all linen, blankets, maid service, etc. However, laundry pick-up and delivery of newspapers (6 to each hall twice a day) had to be separately arranged. Much coordination was required with Mrs. Eberman with regard to assignment of rooms and issuing of keys. Floor plans were obtained from Mrs. Eberman and assignments were made by M. Macias by indicating the participants registration number on the floor plan, and then noting the room and dormitory on his registration form. About 2 weeks before the conference, when the room requirements could be fairly closely estimated, a block of rooms was selected with reservations dropped on all remaining rooms. Mrs. Eberman then was able to ascertain linens and maid service required.

In this way, rooms and beds could be assigned up to and during registration without conflicting with Mrs. Ebermans arrangements. On registration day, the available beds were listed and made available for on the spot assignments to those whose plans had changed or to those not previously requesting a dormitory room. About 25 beds were left over. Some of these included a second bed in a double room already assigned as a single. In an emergency these beds were available for assignment.

On Saturday, August 21, Mrs. Eberman issued all room keys to M. Macias for the block of rooms reserved. These were placed in small envelopes, one envelope per room with the number of keys per envelope corresponding to the number of beds in a room. Each envelope was marked with the room number, number of keys in the envelope and each key's serial number. The keys were then issued to participants from the envelopes at positions 5 and 6 during registration. As participants left at the conclusion of the conference, their key was returned to the proper envelope and the dollar deposit refunded. (Approximately 20 keys were not returned).

Further information on Housing is contained in Section 15, "Housing" of Fritz Laboratory Report No. 273.30, Part III.

5. MEALS AND REFRESHMENTS

5.1 Meal Plans

Arrangements were begun with Mr. L. H. Gackenbach of Lehigh University Dining Services in December, 1964 to provide 3 meals a day for the conference participants. Mr. Gackenbach supplied a suggested menu in January, 1965, which provided for 8 breakfasts, 2 brunches (weekend), 8 lunches and 8 suppers. The suggested menu was adopted.

Three meal plans, designated A, B, and C were provided as follows:

Plan A - Breakfast, Lunch, Supper on weekdays. Total cost \$25.00

Plan B - Weekend meals. Total cost \$5.00

Plan C - Lunch only on weekdays. Total cost \$8.00

There were a total of 276 of Plan A, 80 of Plan B and 76 of Plan C sold to conference participants.

All meals were served cafeteria style in the Johnson and Cort Rooms of Lehigh's University Center. Mr. Gackenbach kept track of meal counts by recording the participants registration number from his I.D. card and checking his number with a previously supplied listing of meal plans purchased during registration. This listing was supplied about Wednesday morning August 25.

Service was relatively quick and no complaints were heard about the meals.

5.2 Clambake

Arrangements were made in May, 1965 with M. W. Wood Catering Service, Inc. to provide a clambake on the first evening of the conference, August 24, 1965. The clambake was held at Carwood Grove in Macungie. We were well satisfied in all respects with the clambake and the service provided by M. W. Wood (433-0281). Most people were very surprised with the amount of food provided following eating of the bake itself.

No precise method was established to control the number of people attending the clambake. Each participant carried on I.D. card which indicated the number of bakes he had bought at \$5.00 each, but was not asked to produce it at the clambake. In addition, many participants, essentially Fritz Laboratory personnel were not required to pay for their bake. As a result it was difficult to determine the number of bakes to order, which had to be supplied to M. W. Wood, as a guaranteed figure one week in advance of the clambake. On August 17 we told M. W. Wood to provide 350 bakes. Actually 393 bakes were eaten and the caterer fortunately was prepared for about 400. (M. W. Wood normally would be prepared to supply approximately the number of bakes guaranteed plus or minus 5%). A final count obtained from registration information on Wednesday, August 25 showed that 385 had indicated that they would attend the clambake (393 actually attended). About 315 of these were required to pay \$5.00 for their bake, the others being admitted free in recognition of their contributions to the conference. Families and individual girls from Fritz Laboratory were encouraged to attend.

When planning a clambake, settle details such as date, time, menu, place, cost, well in advance, say 4 to 6 months. If the clambake is very early in the conference it is very difficult to determine with accuracy the number of bakes required.

5.3 Banquet

Arrangements were also made with M. W. Wood Catering Service, Inc. to provide a banquet on the last evening of the conference. The banquet was held on the main floor of Grace Hall. The menu chosen included Roast Top Sirloin of Beef, Au Jus for \$3.15 per person. The charge for the banquet was \$5.00 per person. (Note: About 400 persons attended the banquet. Of these 325 were required to pay the \$5.00 fee). The only criticism is that \$3.15 didn't provide more than a moderate amount of food per serving. In comparison with the volume of food at the clambake it was small. (Don't forget to have the blowers turned on during the day to get rid of odors in the hall and don't forget to arrange for a microphone for after dinner speeches).

Only wives of participants were encouraged to attend the banquet along with the conference participants.

5.4 Coffee Break

Coffee breaks were arranged with W. B. Case Box Lunch Co. Each day of the conference they were instructed to supply a certain quantity of coffee (usually 20 to 25 gallons) together with cream, sugar, cups, and spoons, to Packard Laboratory in time for the coffee break which usually began about 11:15 to 11:30 a.m. Coffee was served by 8 girls from tables

borrowed from Packard Laboratory and placed at 4 locations, 2 locations in the hallway and the rear of the auditorium and 2 locations in the area North of the auditorium. The latter location was preferred by most participants, since it was more spacious and cooler. The Department of Buildings and Grounds cleaned up this area so that it looked quite attractive. Many participants used rest room facilities to the South of the auditorium so there was always demand for coffee on that side too. Coffee was supplied free of charge. (If the coffee arrives before the stretch break at about 10:15 a.m., hide it, otherwise most of it will be consumed then).

5.5 Vending Machines

Three vending machines were placed in Fritz Laboratory to the N.W. of Room 122 on arrangements with Coca-Cola Company. They supplied soda, coffee, hot chocolate and candy bars. These machines were well used. (The coffee and coca-cola machines remained in Fritz Lab after the conference).

5.6 Get-Together

A get-together was held on Monday evening August 23 from 8:00 to 10:00 p.m. in Room 308 University Center. Punch and cookies were served to participants free of charge. Arrangements were made with Mr. L. H. Gackenbach of the Dining Service.

This get-together was attended by about 250 participants who had already registered and was an excellent "ice-breaker" and beginning to the conference.

No chairs or other furniture was provided and none was needed. It was standing room only most of the 2 hours. No speeches or introductions were made.

Further information on meals and refreshments can be obtained from Section 16 "Meals" in Fritz Laboratory Report No. 273.30, Part III.

6. BUILDINGS AND GROUNDS

Arrangements regarding buildings and grounds were made as follows:

1. Reservations on Plackard Laboratory Auditorium and Rooms 104 and 154 (to relieve congestion during coffee breaks) made with R. W. Numbers.
2. Reservations and arrangements for P.A. system and projection equipment in Packard Laboratory Auditorium made with Mr. Bodner.
3. Reservations on Grace Hall made with Prof. W. B. Leckonby.
4. Reservations on Room 308 of University Center made with Mrs. Margaret Bird.
5. Arrangements for Campus Police services made with Captain Frank Donchez through Mr. R. W. Numbers.
6. Arrangements for City of Bethlehem Police services made through Captain Frank Donchez.
7. All other arrangements regarding University grounds made with "Whitey" through Mr. R. W. Numbers.

Further information on buildings and grounds is contained in Section 21 "Buildings and Grounds", Fritz Laboratory Report No. 273.30, Part III.

7. TOURS

Three tours were held during the conference.

August 27 - Bethlehem Steel Corporation

Arranged for 10 buses to pick up participants from S. side of Packard Laboratory, 5 buses going to Bethlehem Steel Plant, the other 5 to Homer Research Laboratories. Approximately 200 toured the plant and 50 visited the research facilities. Buses returned to the same place. It had been planned that about half the group would tour the plant and half the research facilities. The threat of a general strike of the steel plant on September 1, induced a larger number to tour the plant than the research facilities. Actually no strike occurred. The few who toured the steel plant on September 1 were treated to a much more satisfactory tour.

August 29 - Mrs. D. Fielding arranged for 2 buses to take some of the participants to the New York World's Fair leaving Bethlehem at 7:00 a.m., returning 10:00 p.m. Cost \$6.00 per person included entrance fee to fair.

September 1 - Same tour to Bethlehem Steel Mill and Homer Research as on August 27, except only 7 buses were needed. A cocktain party was provided by Bethlehem Steel Corporation in the restaurant at Homer Research Laboratories from 5:30 to 7:00 p.m. preceeding the banquet.

Further information on tours is contained in Section 14 "Tours", Fritz Laboratory Report No. 273.30, Part III.

8. PARKING

Campus parking permits were obtained from Mr. R. W. Numbers and supplied to all participants with autos on campus. Participants parked pretty much as they pleased on campus, regardless of permits which limited them to certain areas. Although the campus police were very concerned about the illegal parking (no parking zones, on main streets, and on lawns), they overlooked many of the violations for the conference duration. This situation persisted even though three pleas were made during morning announcements to obey parking restrictions. The parking lot between Fritz Laboratory and Xmas Saucon Hall was reserved and kept relatively empty during the conference. The campus police supplied an entrance barricade. Refer to Section 17 "Parking", Fritz Laboratory Report No. 273.30, Part III.

9. TRANSPORTATION

Buses for the Bethlehem Steel Corporation tours were arranged for by them.

Buses for the N. Y. World's Fair and the Clambake were arranged for through Public Service Buses - Charter Service. Eight buses were required to transport participants from Fritz Laboratory to Carwood Grove. No other transportation services were required. Refer to Section 18, "Transportation", Fritz Laboratory Report No. 273.30, Part III.

10. ENTERTAINMENT AND LADIES PROGRAM

No entertainment was provided since the conference schedule was very heavy and there was no time to schedule other events.

Mrs. D. Fielding arranged to take the wives of conference participants to a noon lunch at Homer Research Laboratories and on a small tour of the research facilities. Approximately 10 wives participated. Refer to Section 19, "Entertainment and Ladies Program", Fritz Laboratory Report No. 273.30, Part III.

11. LITERATURE AND LIBRARY

Copies of Fritz Laboratory Report No. 273.17 (65) "Current Research Projects" and Fritz Laboratory Report No. 273.29 (65) "List of Publications" were distributed to participants. Copies of available Fritz Laboratory reports were made available in the Fritz Laboratory Library, Room 601 for a charge of 25¢ per copy. Refer to Section 20, "Literature and Library", Fritz Laboratory Report No. 273.30, Part III.

12. MISCELLANEOUS

Fifteen small signs were made by "Whitey" of Buildings and Grounds and posted at strategic places throught the campus, pointing to Fritz Laboratory.

Signs were placed at the Broadhead and Packer parking lot to indicate that it was to be used by the participants.

"Summer Conference Announcements" signs were placed on bulletin boards in the residence halls, in Packard Laboratory and in Fritz Laboratory. The bulletin boards were well used, many notices being posted on coming activities, etc.

A large map (5' x 5') of the City of Bethlehem was obtained and placed on the wall opposite the entrance to Room 122, "Information Center."

The "Information Center" in Room 122 was a constant center of activity with sometimes as many as 10 to 20 men in the room on business ranging from placing phone calls and telegrams, leaving or picking up messages, signing up for tours, extra sets of Lecture Notes and many other things. At times it was much more than enough for 2 girls to handle--especially during afternoon demonstration tests when everyone was in the lab and the "Information Center" was so handy.

A group photograph was taken by Mr. R. Sopko, Fritz Laboratory photographer, at 2:00 p.m. Tuesday, August 31. Nearly everyone was present. The photo was taken from the elevated lawn S.W. of Fritz Laboratory. Other photographs were taken of conference lecturers and personnel conducting demonstration tests. In conclusion, keep all activities of the arrangements of future conference in writing and make continuous detailed check lists of activities, especially during the 2 months preceeding the conference.

13. FIGURES AND ILLUSTRATIONS

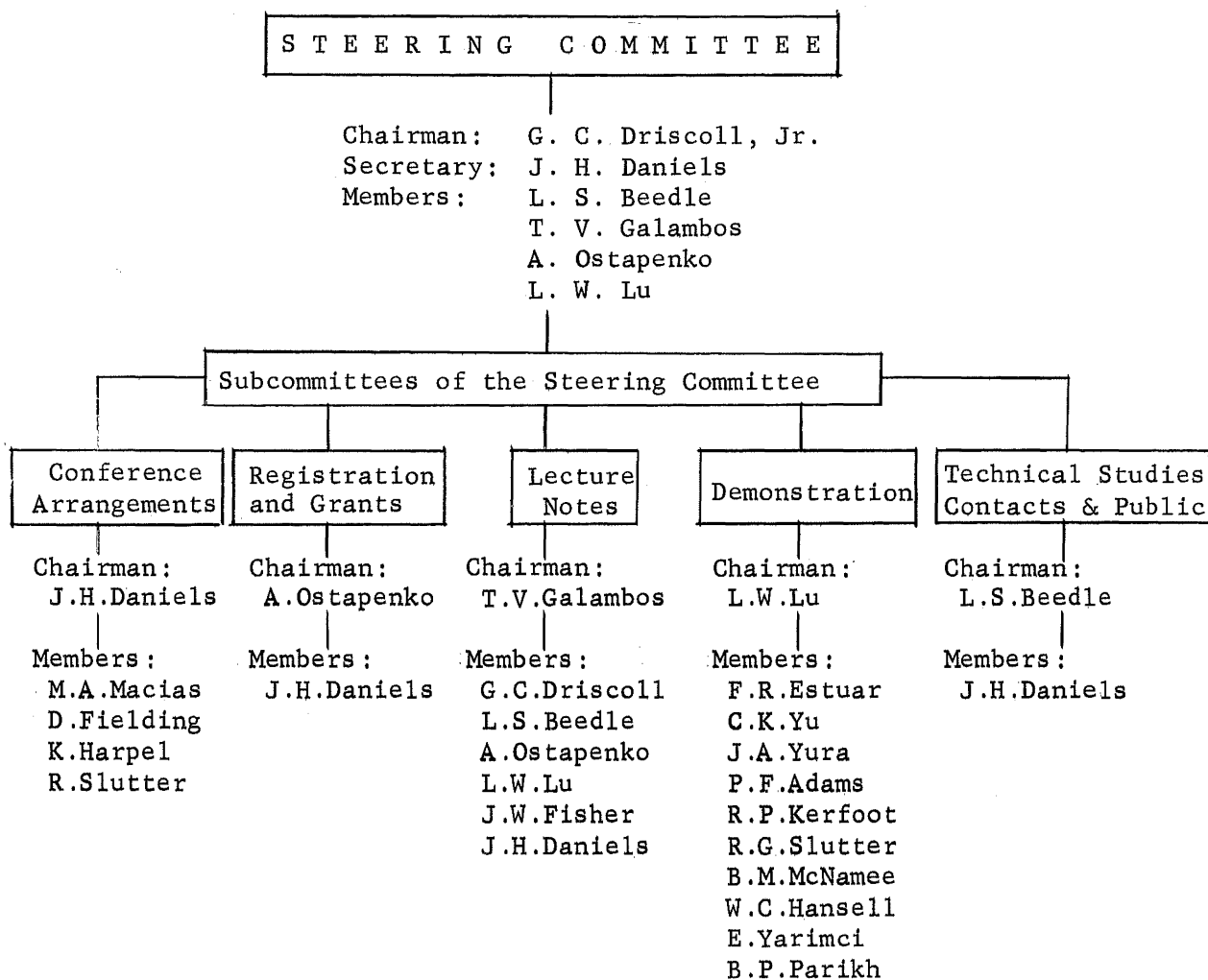


Fig. 1 PLASTIC DESIGN SUMMER CONFERENCE -
ORGANIZATIONAL CHART

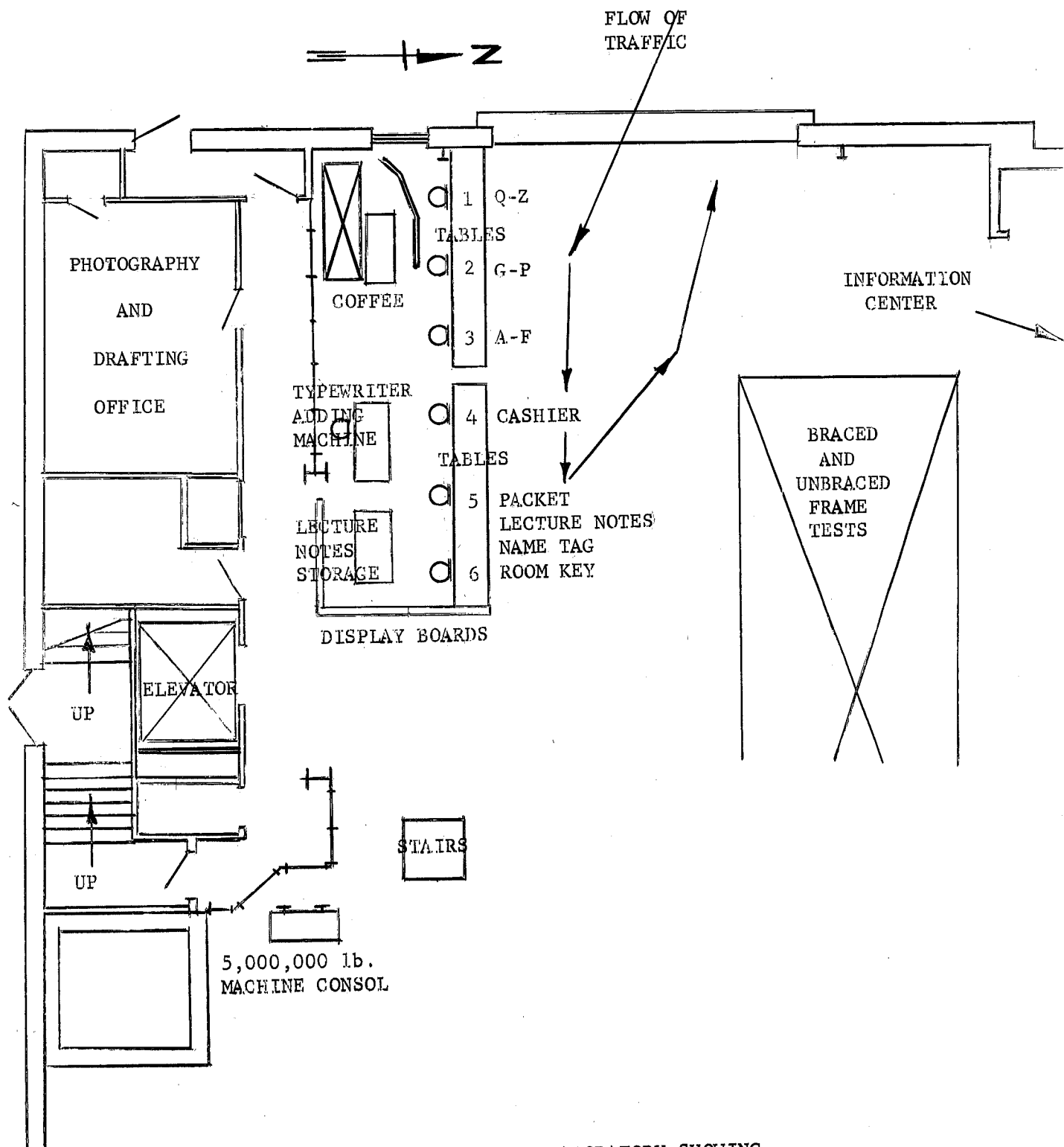


Fig. 2 FLOOR PLAN OF FRITZ LABORATORY SHOWING LAYOUT USED DURING REGISTRATION



LEHIGH UNIVERSITY
IDENTIFICATION CARD
1965 Special Summer Programs
NOT TRANSFERABLE

Name: _____

This card, issued for sole purpose of the person whose name appears hereon, is valid only for the Summer Session indicated above and is void upon end of individual's affiliation with each of the special Summer Programs at the University.
ALL CURRENT SUMMER SESSION CARDS ARE VOID
AFTER SEPTEMBER 5, 1965.

A B C

458

B

C

Norman H. Sam
NORMAN H. SAM
Director of Summer Sessions

Fig. 3 I.D. CARD GIVEN TO
CONFERENCE PARTICIPANTS

No 602

Summer Conference

August 24 — Sept. 2, 1965

PLASTIC DESIGN OF MULTI-STORY FRAMES
Lehigh University

Date _____

Name _____

Registration Fee _____

Dormitory Accommodation.....nights at \$2.50 _____

Meal Plan A (25.00) (All weekday Meals) _____

Meal Plan B (5.00) (Sat. & Sun. Meals) _____

Meal Plan C (8.00) (All weekday Lunches) _____

Clambake Aug. 24persons at \$5.00 _____

Banquet Sept. 1persons at \$5.00 _____

Total _____

Paid in Advance _____

Paid at Registration _____

Dormitory Room Assignment _____

Signed _____

Fig. 4 RECEIPT FORM USED DURING
REGISTRATION - IN TRIPLICATE

CONFERENCE LECTURERS

Dr. Lynn S. Beedle
Lehigh University, Bethlehem
Dr. George C. Driscoll, Jr.
Lehigh University, Bethlehem
Dr. John W. Fisher
Lehigh University, Bethlehem
Dr. Theodore V. Galambos,
Lehigh University, Bethlehem
Dr. Le-Wu Lu
Lehigh University, Bethlehem
Dr. Alexis Ostapenko
Lehigh University, Bethlehem
Mr. J. Hartley Daniels
Lehigh University, Bethlehem

GUEST SPEAKERS

Dr. Glen V. Berg
Prof. of Civil Engineering, University of Michigan—
Ann Arbor
Dr. Roy W. Clough
Prof. of Civil Engineering, University of California—Berkeley
Mr. Henry J. Degenkolb
H. J. Degenkolb & Associates, Engineers, San Francisco
Dr. Yuzuru Fujita
Asst. Prof. of Naval Architecture, University of Tokyo—
Japan
Dr. Jacques Heyman
Prof. of Civil Engineering, University of Cambridge—
England
Mr. Ira Hooper
Seelye-Stevenson-Value-Knecht, Consulting Engineer—
New York
Dr. Michael R. Horne
Prof. of Civil Engineering, University of Manchester—
England
Dr. Bruce G. Johnston
Prof. of Civil Engineering, University of Michigan—
Ann Arbor
Dr. Tadahiko Kawai
Assoc. Prof., Institute of Industrial Science, University
of Tokyo—Japan
Dr. Robert L. Ketter
Prof. & Head of Department of Civil Engineering, State
University of New York at Buffalo
Dr. Nathan M. Newmark
Prof. of Civil Engineering; Head, Department of Civil
Engineering, University of Illinois—Urbana
Dr. John W. Roderick
Challis Professor of Civil Engineering & Head of School of
Engineering, University of Sydney—Australia
Dr. Bruno Thurlimann
Prof. of Civil Engineering, Federal Institute of Technology,
Zurich, Switzerland
Dr. Minoru Wakabayashi
Prof. Disaster Prevention Research Institute, Kyoto
University—Japan

LEHIGH UNIVERSITY

AMERICAN IRON AND STEEL INSTITUTE

THE NATIONAL SCIENCE FOUNDATION

Present a Summer Conference

**PLASTIC DESIGN
OF MULTI-STORY
FRAMES**

In cooperation with
American Institute of Steel Construction
American Society of Civil Engineers
American Society for Engineering Education
Navy Department
Welding Research Council

Fritz Engineering Laboratory,
Civil Engineering Department
Bethlehem, Pa.

August 24—September 2, 1965

Fig. 5 EXTERIOR FACES OF COMBINATION
NAME TAG - CONFERENCE PROGRAM

Name was typed in blank area
at upper right

PROGRAM

PLASTIC DESIGN OF MULTI-STORY FRAMES

Morning Lectures	9:15 AM-12:30 PM, Packard Laboratory Auditorium
Afternoon Demonstrations	2:00 PM-4:00 PM, Fritz Engineering Laboratory
Evening Guest Lectures	7:30 PM-9:00 PM, Packard Laboratory Auditorium
Sat. Morning Guest Lectures	9:15 AM-12:00 Noon, Packard Laboratory Auditorium

TUESDAY, AUGUST 24, 1965

WELCOMING REMARKS AND INTRODUCTION

Morning	1. General Design Problems—George C. Driscoll, Jr. 2. Basic Concepts in Plastic Design—Lynn S. Beedle
Afternoon	Basic Experiments—Tension Coupons, Stub Column Test, Residual Stress
Evening	Clambake (Buses leave Fritz Laboratory at 4:30 p.m. and return at 10:00 p.m.)

WEDNESDAY, AUGUST 25, 1965

Morning	3. Beams—Theodore V. Galambos 4. Columns—Le-Wu Lu 5. Connections—John W. Fisher
Afternoon	Braced Frame Test
Evening	Practical Design Problems for Multi-Story Frames—Ira Hooper Multi-Story Frame Design in Earthquake Zones—Henry J. Degenkolb Structural Design in the Steel Making Industry—Bruce G. Johnston

THURSDAY, AUGUST 26, 1965

Morning	6. Preliminary Design of Braced Frames—George C. Driscoll, Jr. 7. Design of Braced Frames—Bracing—Theodore V. Galambos 8. Design of Braced Frames—Beams—Alexis Ostapenko
Afternoon	Composite Beam Test Subassemblage Test
Evening	Earthquake-Resistant Design of Tall Buildings—Nathan M. Newmark Non-Linear Response of Tall Buildings to Earthquake Motions—Ray W. Clough

FRIDAY, AUGUST 27, 1965

Morning	9. Column Deflection Curves—Theodore V. Galambos 10. Subassemblages and Restrained Columns Without Sway—Le-Wu Lu
Afternoon	Tours of Bethlehem Steel Corp.—Bethlehem Plant and Homer Research Laboratories
Evening	Behavior of Actual Buildings in an Earthquake—Glen V. Berg Studies in Composite Construction—John W. Roderick

SATURDAY, AUGUST 28, 1965

Morning	Plastic Design of Braced Multi-Story Frames—Jacques Heyman Review of Recent Japanese Research in Plastic Design—Yuzuru Fujita Use of Analog Computers in the Analysis and Design of Steel Frames—Robert L. Ketter
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MONDAY, AUGUST 30, 1965

Morning	11. Design of Braced Frames—Columns—Le-Wu Lu 12. Examples of Braced Frame Design—J. Hartley Daniels 13. Behavior of Unbraced Frames—Alexis Ostapenko
Afternoon	Test of High Strength Steel Frame, Unbraced
Evening	Methods Proposed in Britain for the Design of Multi-Story Sway Frames—Michael R. Horne Plastic Analysis and Minimum Weight Design of Multi-Story Frames—Tadahiko Kawai

TUESDAY, AUGUST 31, 1965

Morning	14. Preliminary Design of Unbraced Frames—George C. Driscoll, Jr. 15. Frame Buckling—Le-Wu Lu
Afternoon	Frame Buckling Test
Evening	Research on Unbraced Frames—Minoru Wakabayashi Optimum Design of Structures—Bruno Thurlimann

WEDNESDAY, SEPTEMBER 1, 1965

Morning	16. Approximate Design of Unbraced Frames Including Deflection—George C. Driscoll, Jr. 17. Restrained Columns Permitted to Sway—Theodore V. Galambos
Afternoon	Tours of Bethlehem Steel Corp.—Bethlehem Plant and Homer Research Laboratories
Evening	Banquet (7:30 p.m. Grace Hall)

THURSDAY, SEPTEMBER 2, 1965

Morning	18. Design of Columns in Unbraced Frames—Le-Wu Lu 19. Examples of Unbraced Frame Design—J. Hartley Daniels 20. Closing Remarks—George C. Driscoll, Jr.
Afternoon	Unbraced Frame Test

Fig. 6 INTERIOR FACES OF COMBINATION
NAME TAG - CONFERENCE PROGRAM



Standing from left:

Carol Hulbert
Nancy Turner
Dorothy Fielding
Phyllis Barthol
Marilyn Courtright
Shirley Verba
Helen Molnar
Flo Ann Saeger
Brenda Herstich

Kneeling from left:

J. H. Daniels
M. A. Macias

Fig. 7 SOME OF THE PERSONNEL
RESPONSIBLE FOR THE ARRANGEMENTS

14. REFERENCES

- 273.29 Daniels, J. H.
 REPORT ON THE ARRANGEMENT FOR SUMMER CONFERENCE
 ON PLASTIC DESIGN OF MULTI-STORY FRAMES, Lehigh
 University, October, 1965
- 273.30 Daniels, J. H.
 SECRETARIES FILE, PARTS I, II, III (3 VOLUMES)
 FOR SUMMER CONFERENCE ON PLASTIC DESIGN OF MULTI-
 STORY FRAMES, Lehigh University, October, 1965
- 273.31 Daniels, J. H.
 APPLICATION FORMS - PARTICIPANTS; APPLICATION FORMS -
 NON PARTICIPANTS; (2 VOLUMES) FOR SUMMER CONFERENCE
 ON PLASTIC DESIGN OF MULTI-STORY FRAMES, Lehigh
 University, October, 1965
- 273.32 Daniels, J. H.
 REGISTRATION RECEIPTS FOR SUMMER CONFERENCE ON
 PLASTIC DESIGN OF MULTI-STORY FRAMES, Lehigh
 University, October, 1965
- 273.33 Daniels, J. H.
 CORRESPONDENCE - ENGINEERS, REGISTRATION, NSF GRANTS
 ETC; CORRESPONDENCE - CANCELLATIONS, REQUESTS FOR
 LECTURE NOTES (2 VOLUMES), Lehigh University,
 October, 1965
- 273.34 Staff
 PROGRAM FOR SUMMER CONFERENCE ON PLASTIC DESIGN OF
 MULTI-STORY FRAMES, Lehigh University, October, 1965
- 273.20 Driscoll, G. C., Jr., Beedle, L. S., Galambos, T. V.,
 Lu, L. W., Fisher, J. W., Ostapenko, A., and Daniels, J. H.
 PLASTIC DESIGN OF MULTI-STORY FRAMES, Lecture Notes,
 Volumes 1 & 2, Lehigh University, Summer 1965
- 273.24 Parikh, B. P., Daniels, J. H., and Lu, L. W.
 DESIGN AIDS BOOKLET, Lehigh University, Summer 1965

15. ACKNOWLEDGEMENTS

The Summer Conference on Plastic Design of Multi-Story Frames was sponsored jointly by Lehigh University
 American Iron and Steel Institute
 National Science Foundation

The research reported on during the Summer Conference formed part of an investigation sponsored jointly by the Welding Research Council and the Department of the Navy with funds furnished by the following:

American Institute of Steel Construction
American Iron and Steel Institute
Institute of Research, Lehigh University
Column Research Council (Advisory)
Office of Naval Research (Contract No. 610(03))
Bureau of Ships
Bureau of Yards and Docks

Professor W. J. Eney is Head of the Civil Engineering Department and Professor L. S. Beedle is Director of the Laboratory.

The author wishes to express his thanks and appreciation to the many people who made his task immeasurably lighter. First, to Professor G. C. Driscoll, Jr. whose excellent guidance and helpful suggestions ensured successful completion of all the arrangements. Then to M. A. Macias, Mrs. Dorothy Fielding and Ken Harpel, who took direct charge of many aspects of the arrangements. Their help was invaluable. The author also expresses his thanks to the many secretaires in Fritz

Laboratory who kindly consented to give of their time and energies during the long and tedious hours during registration. Also his thanks are extended to all those who gave additional assistance and advice. Thanks are also due to Miss Marilyn L. Courtright who typed this report with care.

273.29

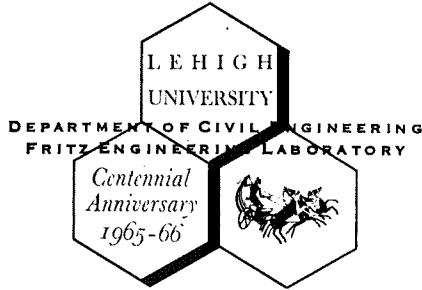
-39

APPENDIX A

Form SC-R1

LEHIGH UNIVERSITY

BETHLEHEM, PENNSYLVANIA, 18015



273.1

June 1, 1965

SUMMER CONFERENCE PARTICIPANT

Dear Sir:

We are pleased to extend you an invitation to attend the forthcoming Summer Conference, "Plastic Design of Multi-Story Frames", to be held at Lehigh University August 24 - September 2, 1965.

If you definitely plan to attend would you kindly complete and return the attached REGISTRATION FORM, along with your \$10.00 pre-registration fee, by June 30, 1965.

Sincerely yours,

George C. Driscoll, Jr.
Research Associate Professor
Director, Summer Conference

GCD:mlc

Form SC-R2

LEHIGH UNIVERSITY

Department of Civil Engineering

REGISTRATION INFORMATION

Summer Conference:

PLASTIC DESIGN OF MULTI-STORY FRAMES

Aug. 24 — Sept. 2, 1965

The following information will assist you in the preparation of the REGISTRATION FORM.

REGISTRATION

Please supply addresses and telephone numbers where you may easily and quickly be reached prior to the Conference should the occasion arise. If you will be bringing your wife, family, or someone other than a conference participant indicate how many will be in your party.

ACCOMMODATIONS

Lehigh dormitory accommodations are available to men only, in campus residence halls, at the rate of \$2.50 per night per person in either single, double or triple rooms. Total cost for the full conference duration (10 nights) is \$25.00. Normally, assignments will be made to double or triple rooms. Most rooms are furnished with double deck bunk beds. Dormitory accommodations have been reserved for the period from the night of August 23 to the night of September 1, inclusive. If you plan to use these facilities for a shorter period, indicate alternate number of nights accommodations desired. Although it is hoped that all participants will make use of the campus accommodations available, if this is not possible (those bringing families, etc.) arrangements should be made with a local hotel or motel. For your convenience, the addresses of the nearest suitable accommodations and their distance from the campus in driving time, are as follows (see enclosed map).

Bethlehem Hotel, 437 Main Street, Bethlehem, Penna.
(5 minutes from campus)

Howard Johnson's Motor Lodge, Rt. 22 & Airport Road, Bethlehem, Penna.
(next interchange west of Schoenersville Road and 20 minutes from campus)

An attached listing also includes these accommodations plus information on suitable restaurants in the vicinity.

MEALS

Meals will be available on a contract plan at the University Center. The menu will provide a variety of meals with a choice of hot or cold plates on most conference days. All meals will be served cafeteria style, available to conference participants only and will be provided according to the following schedule:

Plan A — All meals (breakfast, lunch, dinner) from dinner August 23 to lunch September 2 inclusive, excepting dinner August 24 and dinner September 1 (clambake and banquet) and meals on Saturday and Sunday, August 28 and 29. Cost \$25.00

Plan B — Two meals (brunch and dinner) each day Saturday, August 28 and Sunday, August 29. Cost \$5.00

Plan C — Lunch only August 24 to September 2 inclusive except August 28 and 29. Cost \$8.00.

(Note: Plan B offered only upon minimum demand of 100 persons. Meals not offered under Plan C and other occasional meals may be purchased on a cash basis as follows: Breakfast \$1.00 Luncheon \$1.25 Dinner \$2.50)

The normal meal plans covering the full conference duration will be Plan A and Plan B, total cost \$30.00.

All conference participants (plus families and guests, if any) are invited to an outdoor clambake which will be held in place of the regular dinner August 24. It will be an informal gathering where everyone can become acquainted. The clambake itself will consist of a variety of foods designed to appeal to all tastes and will feature clam chowder and baked clams. The cost will be \$5.00 per person.

A final banquet will be held in place of the regular dinner September 1.

Form SC-R3

LEHIGH UNIVERSITY

Department of Civil Engineering

REGISTRATION FORM

Summer Conference:

PLASTIC DESIGN OF MULTI-STORY FRAMES

Aug. 24—Sept. 2, 1965

After noting the general information regarding registration, accommodations, meals, etc. (See **REGISTRATION INFORMATION**), please fill out this registration form, enclose pre-registration fee of \$10.00 and send to Prof. G. C. Driscoll, Jr., Chairman, Plastic Design Summer Conference, Department of Civil Engineering, Lehigh University, Bethlehem, Pennsylvania, 18015

REGISTRATION

NAME MR., MRS., MISS

PRINT

LAST

FIRST

INITIAL

BUSINESS ADDRESS

NAME OF COMPANY

NUMBER

STREET

CITY

STATE

ZIP CODE

YOUR POSITION

HOME ADDRESS

NUMBER

STREET

CITY

STATE

ZIP CODE

SEND MAIL TO

BUSINESS ☐HOME ☐

OTHER

HOME TELEPHONE

OFFICE TELEPHONE

AREA CODE

NUMBER

AREA CODE

NUMBER

METHOD OF TRANSPORTATION

IF BY AUTO, LICENSE NO.

STATE

HOW MANY OTHERS WILL ACCOMPANY YOU?

WIFE ☐

FAMILY

OTHERS

NUMBER

NUMBER

ACCOMMODATIONS

LEHIGH DORMITORY ACCOMMODATIONS DESIRED?

YES ☐NO ☐

If yes, are accommodations desired for conference duration:

YES ☐NO ☐

If Lehigh dormitory accommodations are required for less than conference duration, state alternate number of nights accommodations required: _____ nights.

NUMBER

EXPECTED ARRIVAL AT BETHLEHEM

DATE

TIME

EXPECTED DEPARTURE FROM BETHLEHEM

DATE

WOULD LIKE TO SHARE A ROOM WITH

CANNOT SHARE A ROOM ☐CANNOT USE A BUNK BED ☐

MEALS

CHECK MEAL PLANS DESIRED:

PLAN A ☐

OR

PLAN C ☐PLAN B ☐NONE ☐CHECK IF RESERVATIONS DESIRED FOR: CLAMBAKE ☐ BANQUET ☐

Enclose check or money order payable for
\$10.00 payable to **LEHIGH UNIVERSITY**

SIGNATURE

DATE

Balance of registration fee, cost of accommodations and meals, and dormitory room key deposit to be paid during registration.

(This page is the reverse side of Form SC-R3
Pg. 42 - Ref. F.L. 273.30).

Please do not write in the space below: OFFICE USE ONLY

<input type="checkbox"/> REGISTRATION FEE \$35.00	_____
<input type="checkbox"/> DORMITORY ACCOMMODATIONS _____ NIGHTS AT \$2.50 (MAX. 10)	_____
<input type="checkbox"/> MEAL PLAN A (\$25.00) (ALL WEEKDAY MEALS)	_____
<input type="checkbox"/> MEAL PLAN B (\$5.00) (SAT. & SUN. MEALS)	_____
<input type="checkbox"/> MEAL PLAN C (\$8.00) (ALL WEEKDAY LUNCHES)	_____
<input type="checkbox"/> CLAMBAKE, AUG. 24 _____ PERSONS @ \$5.00	_____
<input type="checkbox"/> BANQUET, SEPT. 1 _____ PERSONS @ \$5.00	_____
TOTAL	=====

PAID IN ADVANCE: DATE

_____	_____
_____	_____
_____	_____
TOTAL	=====

BALANCE PAID AT REGISTRATION

TOTAL

=====

NSF PARTICIPANT YES ☐ NO ☐

SUBSISTENCE GRANT _____ DATE PAID _____

TRAVEL GRANT _____ DATE PAID _____

DORMITORY ROOM ASSIGNMENT _____

ROOM KEY DEPOSIT PAID \$1.00 ☐ DATE _____

ROOM KEY RETURNED REFUND ☐ DATE _____

Form SC-R4

LEHIGH UNIVERSITY

Department of Civil Engineering

CONFERENCE INFORMATION

Summer Conference:

PLASTIC DESIGN OF MULTI-STORY FRAMES

Aug. 24 — Sept. 2, 1965

The following general information is intended to answer your questions regarding travel, registration details, etc. If you have further questions please do not hesitate to write Prof. G. C. Driscoll, Jr., Chairman, Plastic Design Summer Conference, Department of Civil Engineering, Lehigh University, Bethlehem, Pennsylvania, 18015.

1. If you arrive by automobile, follow one of the main routes shown on the enclosed map to the Lehigh University Campus. When close to the campus you will find direction signs leading to Fritz Laboratory. There will be University personnel in the vicinity of Fritz Laboratory who will assist you in parking. To assist those arriving by train, plane or bus, all taxicab companies will be alerted. Direct the driver to Fritz Engineering Laboratory, Lehigh University Campus, Packer Avenue and Adams Street, Bethlehem.
2. Registration will take place at Fritz Laboratory from 9:00 A.M. until 12:00 midnight, Monday, August 23, 1965. For the convenience of late arrivals, a registration booth will be located outside the lecture auditorium in Packard Laboratory between 8:00 A.M. and 12:00 noon, Tuesday, August 24, 1965. Payment for meals, accommodations, and the balance of the registration fee will be taken at the time of registration. A one dollar deposit on your room key will also be taken during registration. This deposit will be returned upon return of the key at the close of the conference.
3. Following registration at Fritz Laboratory you will be able to go directly to your dormitory. There will be parking around the dormitories for those with autos. Complementary parking permits will be issued to those with an auto on campus. This permit must be displayed in the front window at all times when the auto is parked on the campus or in one of the campus parking lots. Parking areas both on and off campus will be clearly marked for your convenience.
4. The first meal (Plan A) will be served at the University Center at 6:00 P.M., Monday evening August 23, for the convenience of those who arrive prior to that time.
5. All conference participants are invited to an informal get-together at 8:00 P.M. in Room 308, University Center, so that the conference participants and the Lehigh University staff may get acquainted. The University Center may be located on the campus map which you will receive during registration. The main entrance is located on the North side of the building near the East end. Take the elevator to the third floor.
6. We encourage participants to take dormitory accommodations in order to facilitate the exchange of information on an informal basis.

RECOMMENDED
HOTELS AND RESTAURANTS
Bethlehem and Vicinity

Anna-Maria, Inc.
1102 Union Boulevard
Allentown, Pennsylvania

Hotel Bethlehem
437 Main Street
Bethlehem, Pennsylvania

Brau Haus
428 West Broad Street
Bethlehem, Pennsylvania

Holiday Inn Motel
U. S. Route 22 and 512
Bethlehem, Pennsylvania

Howard Johnson's Motor Lodge
U. S. Route 22 and Airport Road
Bethlehem, Pennsylvania

Plaza Restaurant
618 East Third Street
Bethlehem, Pennsylvania

Trainer's Restaurant
Quakertown, Pennsylvania

Walp's Restaurant
911 Union Boulevard
Allentown, Pennsylvania

Prepared by
Bethlehem Chamber of Commerce
May, 1965

The enclosed tentative REGISTRATION FORM HAS BEEN PREPARED having in mind an easier processing of the IBM cards, and to eliminate as many as possible the omissions and mistakes done by the registrants when filling up the form already used for the coming 1965 Summer Conference. The idea is to help the registration processing of future conferences organized at Fritz Laboratory.

Main remarks about the tentative form:

1. PLEASE PRINT OR TYPE.
2. The lines of the form are set at triple spaces (0.500 in.) to facilitate the typing. Most typewriters have this setting, with the exception of some electric ones.
3. The form is prepared in blocks to avoid ambiguous answers.
4. Names are easier to read: First, Middle, and Last; and therefore the direct check of the punched cards is faster. The IBM printing machine can change the relative locations from the data punched in the cards.
5. The requested information is arranged hierarchically trying not to break the homogeneity of lines or of groups of lines.
6. FOR OUT OF BETHLEHEM REGISTRANTS; WHOM TO NOTIFY IN CASE OF EMERGENCY may prove be very convenient.
7. It is believed that the question of the license number for those coming by auto is difficult to answer and not very helpful.
8. The questions concerning accomodation at Lehigh are made in terms of RESIDENCE halls and room. The elimination system is used to minimize problems of interpretation, and regarding the use of a bunk bed the questions is negative to avoid the possible wrong impression that all double and triple rooms have bunk beds.
9. The question of how many persons will accompany the registrant is necessary in order to have an advance estimate of the attendance to the Clambake and Banquet; thus this question is included in the line of NUMBER OF RESERVATIONS DESIRED.
10. The final instructions for the advance payment and mailing of the form are easier to follow.
11. If properly organized, the remaining space can serve for the office use that in this year's form required the back of the form.

LEHIGH UNIVERSITY
Department of Civil Engineering
Bethlehem, Pa. 18015, U.S.A.

REGISTRATION FORM

Summer Conference on Plastic Design of Multistory Frames - Aug. 24 - Sept. 2, 1965
(To be received at the mailing address shown below prior to June 30)

PLEASE PRINT OR TYPE; OTHERWISE REGISTRATION FORM CANNOT BE PROCESSED)									
MMr.	Mrs.	Miss	First	N A M E Middle	Last	Reg. No.	Date	Class.	
YOUR POSITION					NAME OF COMPANY OR INSTITUTION				
Street and No.			B U S I N E S S A D D R E S S City State Zip Code			Country	Telephone No.		
Street and No.			H O M E A D D R E S S City State Zip Code			Country	Telephone No.		
Business	Home	ADDRESS WHERE TO SEND SUMMER CONFERENCE MAIL Other							
FOR OUT OF BETHLEHEM REGISTRANTS; WHOM TO NOTIFY IN CASE OF EMERGENCY									
Name					Address			Telephone No.	
TRANSPORTATION				EXPECTED ARRIV. AT BETHLEHEM			EXPECTED DEPART. FROM BETHLEHEM		
Auto	Bus	Plane	Train	Date & approx. time			Date		
Yes	No	ACCOMODATION AT LEHIGH RESIDENCE HALLS If yes, how many nights? (10 max.) If less than 10, state dates							
Yes	No	SHARING OF RESIDENCE ROOM If yes, cannot use a bunk bed Would like to share a room with:							
MEALS AT THE UNIVERSITY CENTER				NUMBER OF RESERVATIONS DESIRED					
Plan A	Plan B	Plan C	None	Clambake			Banquet		
REGISTRANT'S SIGNATURE:							Date		
Enclose check or money order for \$10.00 payable to LEHIGH UNIVERSITY. Mail completed FORM prior to June 30, 1965 to:					Professor George C. Driscoll, Jr. Chairman, Plastic Design Summer Conference Department of Civil Engineering Lehigh University Bethlehem, Pennsylvania 18015				
Please do not write in the space below: OFFICE USE ONLY									

APPENDIX B

REQUISITIONS RELATED TO SUMMER CONFERENCE

65-67	Sawyer & Johnson, Inc. (Florist)
65-68	Allentown Bus Terminal Co. (Buses for Clambake at Carwood Grove, Macungie)
65-69	Bursar (payment of meal plans)
65-70	Wood Catering (Banquet)
65-75	Sawyer & Johnson, Inc.
F65-12	Bursar (deposit of pre registration fees)
F65-27	Bursar (ditto)
F65-44	Bursar (NSF checks)
F65-45	Bursar (NSF checks)
F65-47	Bursar (deposit of pre-registration fees)
F65-48	Bursar (petty cash fund)
F65-49	Bursar (change of NSF grant)
F65-50	Bursar (ditto)
F65-52	Bursar (change of NSF grant)
F65-53	Bursar (deposit of conference costs for participants)
F65-54	Bursar (ditto)
F65-55	Bursar (ditto)
F65-56	Case Box Lunch (deposit for daily coffee break)
F65-60	Bursar (deposit of proceeds from Summer Conference)
F65-65	Bursar (change of NSF grant)
F65-67	Accounting Office (change of NSF grant)
F65-77	Bursar (bill to company for Lotters fee)
F65-78	Bursar (bill to company for Clements fee)

F65-79 Bursar (ditto for Super)
F65-80 Bursar (ditto for Sutherland)
F65-81 Bursar (deposit of Dempsey's fee)
F65-82 Bursar (deposit of pre-registration fees)
F65-92 Bursar (deposit for petty cash fund)
F65-93 Accounting Office (cancelling of NSF grant)
F65-94 Bursar (deposit of conference costs for participants)
F65-95 Bursar (deposit of conference costs for participants)

APPENDIX C

SUMMARY FROM REGISTRATION LIST

Participants:

Engineering Educators	144
Practicing Engineers	234
Students	<u>31</u>
Total	409

Cancellations and No Show:

Engineering Educators	10
Practicing Engineers	34
Students	<u>--</u>
Total	44

44 states of the U. S. represented plus Puerto Rico; 15 foreign countries represented by 58 foreign participants.

PLASTIC DESIGN OF MULTI-STORY FRAMES

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